
Meeting the hiring needs of the Commonwealth

Background

Designed as a way for state and municipal government to improve its ability as an employer of persons with disabilities, the Disability Employment Partnership matches the hiring needs of state and municipal government, with the abilities and interests of individuals with disabilities. The Human Resources Division and the Employment Services Action Council created this initiative to assist state and municipal government which may be missing a significant applicant pool. The formation of a subcommittee, which includes a large number of state and municipal representatives, operationalized an approach that emphasizes the integration of individuals with disabilities into the present state and municipal employment structure as seamlessly as possible.

Mission:

Increase the diversity of the Commonwealth's workforce by hiring persons with disabilities and increase the number of employment opportunities for persons with disabilities in state and municipal government

How does the Partnership work?

Community Rehabilitation Providers (CRP), Rehabilitation Counselors and employment candidates identify jobs which are posted on web pages. For state jobs, the address for the Human Resources Division is:

www.mass.gov/hrd/ceo/

For municipal government jobs, many communities list their positions on their individual web sites. For a list of municipal web pages, the address is:

www.mass.gov/cc/index.html

When a position is identified, the placement professional or employment candidate are encouraged to:

1. Send a cover letter and résumé to the hiring manager at the state agency or municipality which has the opening. The candidate should also submit the same information, plus a release of information to the Affirmative Action Office.
2. Individuals referred for employment as a result of this partnership will participate in the standard selection/hiring process.
3. Candidates shall be provided with whatever supports are necessary to learn the assigned duties.

Role of State Agencies and Municipalities

- Post all vacancies on respective web sites.
- Interview/hire qualified candidates who can perform the essential functions of the job.
- Maintain liaison with SES.
- When necessary, support individuals through standard supervision and coordination with an employment specialist (at no cost to the state agency or municipality, since this service is the responsibility of the contracted service provider).

The end result of this Partnership is a more productive, diverse workforce, better able to serve the citizens of Massachusetts.

Frequently Asked Q & A

Role of Consumer/ CRP and Disability Agency Personnel

- Check the Commonwealth Employment Opportunities and the individual municipal web sites regularly.
- Recruit consumers for available state and local positions.
- Follow standard job matching procedures.
- Send a cover letter and résumé to the hiring manager at the state agency or municipality which has the opening. The candidate should also submit the same information, plus a release of information, to the Affirmative Action Officer.
- Provide the employee with the supports necessary to perform the job.
- Maintain contact with the employer and employee.

What types of jobs do I need to make available? There are no specific jobs which should be set aside. Qualified candidates with skills ranging from entry level to management are referred through this Partnership.

What services are available to my state agency or municipality? Professionals in the field of disability employment will provide the following **FREE** services.

- Disability awareness training
- Pre-screened candidates
- Technical assistance on the provision of reasonable accommodations
- On the job support for the employee and supervisory staff

Why should my state agency or municipality be interested in participating? This partnership can be a powerful tool in your recruitment of qualified candidates. It will assist you with hiring and supervising staff with disabilities, and compliance with the Americans with Disabilities Act (ADA).

If the employee, state agency or municipality is experiencing difficulty with the placement, who should I call? You may contact the SES, CRP or Rehabilitation Counselor for technical assistance. However, you should respond to problems following the same operating rules and guidelines as you would for any employee.

Who makes the final decision regarding which candidate is hired? State agency and municipal personnel are responsible for making hiring decisions, based upon qualifications.

Disability Employment Partnership

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